Chapter 10 - Options

Options allow you to customize how individual QVF workstations will operate. You can set certain default values to avoid having to make repetitive entries. You can also adjust where print will fall on card stock, and what size mailing labels you will use.

Default Registration Date

The Default registration date to the last registration date issued effects the *Voter Registration* screen. It might be useful if you are entering a large number of voter registrations into the QVF that have the same registration date. After you enter the first registration, the system will automatically enter the same registration date in all the other registrations you enter that day till you manually enter a different date.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
Place a check mark next to Default registration date to the last registration date issued.	
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Automatically save/restore card and notice print settings

The options in the print card and notice screens are fairly standard. You can Print Now or Print Later. You can print a Pre Printed Card or a QVF Printed Card. The Automatically save/restore card and notice print settings option will retain the card print choices you previously made, and then apply them to future print screens.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
Place a check mark next to Automatically save/restore card and notice print settings.	
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Coordinate ballot numbering from different screens

You are able to issue AV ballots from two different screens, the *AV Scan* screen and the *AV Applications and Ballots* screen. When this item is checked, the QVF keeps track of what ballot number was issued from either screen, and the correct next ballot number will populate the Next Ballot Number field in either screen.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
Place a check mark next to Coordinate ballot numbering from different screens.	
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Designated single label printer

The QVF can print single mailing labels on sheets or you can install a single label printer. Once you have installed the single label printer you need to designate it as the single label printer for each workstation that will be printing single labels.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
From the drop down list in the Designated single-label printer field choose Dymo Label/Writer that shows the model number that you are using in your jurisdiction.	Single labels generated with the Print Now option will be sent to the Dymo printer.
If you want to use your main printer to print single labels on sheets, choose None or the printer name in the Designated single-label printer field.	Single labels generated with the Print Now option will be sent to the main printer.
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Default Label Size

The QVF will print sheet mailing labels in two formats; one for large labels, 1.33 x 4 in. and one for small labels, 1 x 2 5/8 in. You must designate in *Options* what size labels you want to use.

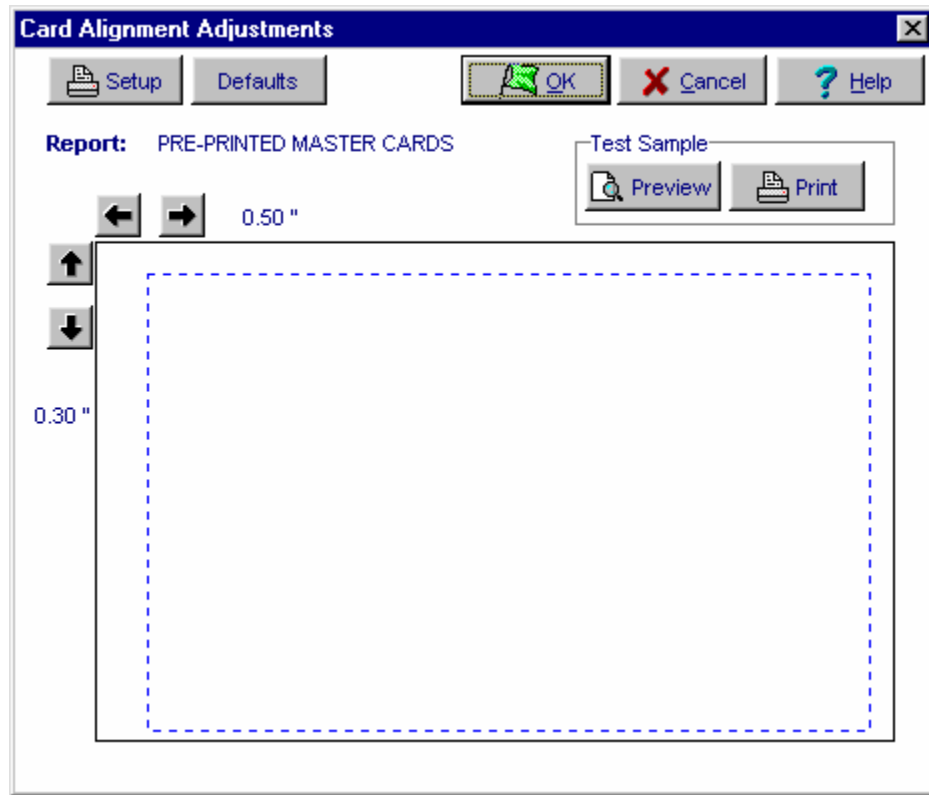| Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
From the drop down list in the Default Label Size field choose the size labels you want to use, either Large - 2 across, or Small - 3 across.	
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Display Election Held On or After

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
The setting automatically defaults to 1/1/2000. To limit the elections displayed globally within all or most QVF election grids and/or combo boxes, set the date that you want the limit to employ.	The QVF elections grids and/or combo boxes under Elections will now display only the elections held on or after the date that has been set. This will affect any screens where elections are listed.
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Print Clerk Name on Cards/Notices

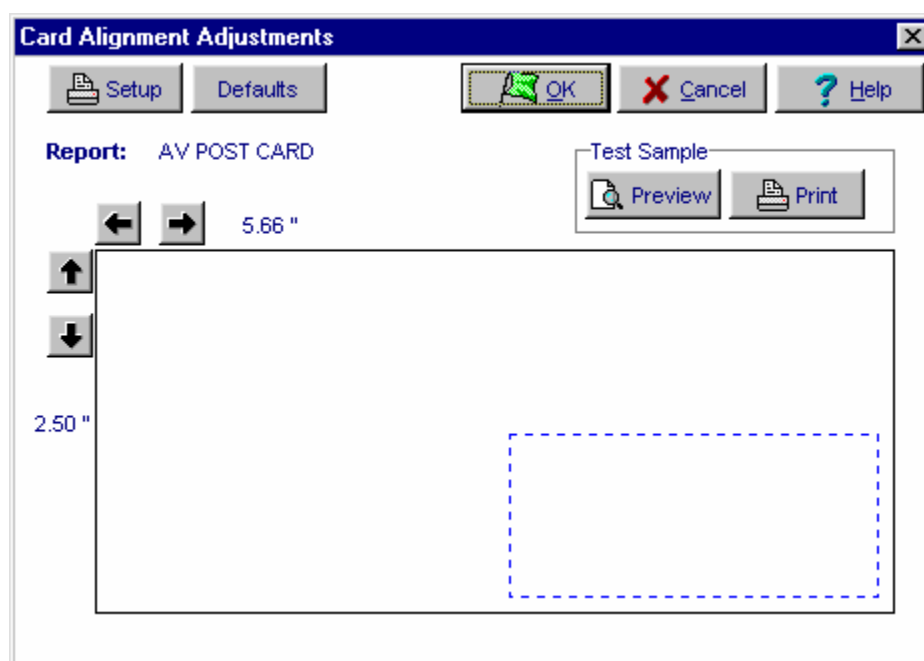| Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
The field for **"Print clerk name on cards/notices"** is checked as the default. If you have preprinted cards/notices with the clerks name printed, uncheck this box to prevent the name from printing automatically.	The clerks name will not automatically print on cards /notices.
Click on the **[OK]** button.	Your option is saved and you are returned to the **QVF Main Desktop**.

Adjust Card Alignment

Because every laser printer is a little bit different, print jobs may vary from printer to printer. This can cause problems when trying to print on pre-printed stock, and in some cases, blank stock. To address this problem, the QVF allows you to make slight adjustments to the location of printed information on pre-printed or blank stock.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
Choose to adjust either Pre-Printed or QVF printed cards, then click on either the **[Mastercard]** or **[ID Card]** button	The *Card Alignment Adjustments* screen is displayed.
Move the blue outlined box, this is where your information will print, by clicking on the **[Left]**, [**Right**], **[Up] and [Down Arrow]** buttons in the upper left part of the screen.	The blue outline box will move up, down left and right.
Trial and error is the only way you can adjust your card alignment. Once you have made what looks like the proper adjustment, click on the **[Print]** button	A test ID card is printed.

Action	Result
If you want to start all over again with the original software settings, click on the **[Defaults]** button.	All alignment changes are erased, and the original software settings are restored.
When you have gotten the proper alignment for you cards, click on the **[OK]** button.	You are returned to the *QVF Options* screen, the system will save the card print location settings you just established.
Click on the **[OK]** button.	You are returned to the *QVF Main Desktop.*

Adjust Card Alignment - AV Post Cards

This feature allows you to make slight adjustments to where mailing information will print on the AV Post Card.

Action	Result
From *File* in the menu bar select *Options*.	The *QVF Options* screen is displayed.
In the lower left corner of the screen, click on the **[AV Post Card]** button.	The *Card Alignment Adjustments* screen is displayed.
Move the blue outlined box, this is where your information will print, by clicking on the **[Left],** [**Right], [Up] and [Down Arrow]** buttons in the upper left part of the screen.	The blue outline box will move up, down left and right.
Trial and error is the only way you can adjust your card alignment. Once you have made what looks like the proper adjustment, click on the **[Print]** button	A test AV Post Card is printed.

Action	Result
If you want to start all over again with the original software settings, click on the **[Defaults]** button.	All alignment changes are erased, and the original software settings are restored.
When you have gotten the proper alignment for you cards, click on the **[OK]** button.	You are returned to the *QVF Options* screen, the system will save the card print location settings you just established.
Click on the **[OK]** button.	You are returned to the *QVF Main Desktop.*